

Dromana Football & Netball Club (Inc)

Policy Document

Volunteer Management

Dromana Football & Netball Club

(Inc)

Purpose

This document is intended as a set of Rules governing Volunteer Management and as such is a Policy Document of the Board of the Dromana Football & Netball Club (Inc).

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Volunteer Management

This Policy document outlines details of the club's Volunteer Management

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Foreword

It should be remembered by all persons reading this document that Dromana Football and Netball Club is run by volunteers. Some are elected by the club's members to run the club on their behalf and are referred to as the 'Board' in this document and/or 'Club Executive'.

All other volunteers give their services to the club for various reasons but are not elected and therefore are not directly answerable to the members but are due to their various roles controlled by the elected Board who make all governance decisions on behalf of the members in line with Policy guidelines and the club Constitution.

This document is intended as a Policy document for the management of the clubs non-elected volunteers and in no way overrides any State or Federal Government Laws or Statues which may apply and take precedence.

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1. Clubs Guiding Principles

The Dromana Football & Netball Club believes in the following guiding principles.

- Honesty – with each other and the club.
- Professionalism – the way we go about it.
- Respect – for ourselves and the community
- Embrace change – innovate & improve to survive and prosper
- Relentless – for the benefit of the club work hard, play hard, work hard again

2. Eligibility to be a Volunteer

To be a Volunteer the person needs to

- Be willing to undergo a Working with Children check if required
- Be willing to undergo a Police/referee check if necessary
- Have the time to put into role
- Be able to work in a team
- Be able to take instruction
- To provide their labour/services free of charge
- Undertake training if necessary

3. Volunteers Rights & Responsibilities

Volunteers have certain rights

- An orientation to the club including a copy of this document, Health and Safety Policy and other relevant documentation.
- A clear idea of the clubs hierarchy
- A clear Job description
- Job satisfaction
- Support and respect from club and co-workers
- Guidance from someone who is experienced and well informed
- Be involved in decision making related to their role
- Have access to training if necessary
- Insurance and safety
- Know who they are accountable to and have clear lines of communication
- Know the tasks you will be expected to do and say 'No' if you are unable to do or do not want to do.

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- To be reimbursed for any authorised out of pocket expenses
- Be a full voting member of the club.

Volunteers have certain responsibilities

- Be sure you have time to take on position or task
- Notify club as soon as possible if you are going to be absent.
- Be loyal and offer suggestions, but don't knock other peoples ideas
- Be willing to learn, understanding training is essential to ensure any jobs well done.
- Keep learning and know all you can about our organisation and your job.
- Welcome supervision as you'll do a better job and enjoy it more.
- Speak up and ask about things you don't understand
- Be dependable and do what you agree to do.
- Be a Team Player and respect the function of other staff and treat them fairly.
- Provide feedback on work been done.
- Do not to commit the club to any finance expense unless previously authorised.
- Ensure they do not breach any club, MPNFL or VCFL rules or policies.
- Not to discuss club issues with any media organisation unless authorised by club Board.

4. Record Keeping

The club should maintain records of its volunteers

- Contact details
- Working with Children and Police/Referee checks
- Starting and finishing years for AFL Volunteers Recognition Program
- List of Jobs done
- Training and Accreditation records
- Any awards or rewards
- Any disciplinary matters
- Dismissal information

5. Training and Accreditation

Where necessary club should provide free training and accreditation for its volunteers where it is essential for them to perform their function.

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6. Absences

As volunteers absences may occur due to various reasons, however, it is expected that they notify club as early as possible so that their position can be adequately staffed.

7. Conflict of Interest

No volunteer will be placed in job that may or will cause a Conflict of Interest situation to arise. If the situation arises unintentionally the volunteer should declare the conflict and take no part in the activity which creates the conflict.

8. Dismissing a Volunteer

The situation may arise where a Volunteer has to be dismissed and the following steps need to be undertaken keeping in mind that Volunteer has certain rights as a member under the clubs Constitution.

- a. The Volunteer's supervisor/controller should bring situation to the attention of the Volunteer Coordinator.
- b. The Volunteer Coordinator should investigate issue.
- c. If in the opinion of the Volunteer Coordinator the Volunteers actions warrant dismissal they should bring it to the attention of the Club Executive.
- d. The Club Executive shall meet as soon as practical after the incident. They shall interview the volunteer and any witness. The Volunteer shall be removed from their role pending Club Executives deliberations.
- e. The Club Executive after considering the evidence may take the following actions
 - i. Dismiss volunteer and if necessary report volunteers actions to appropriate authorities.
 - ii. Counsel/educate volunteer.
 - iii. Place volunteer in a different role.
 - iv. Clear the Volunteer of any wrongdoing.
- f. In the case of dismissal volunteer will be notified in writing and advised of their rights under the club Constitution.
- g. Some of the actions, but not all, that may lead to dismissal of a volunteer are as follows
 - i. Dishonesty

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- ii. Fighting and/or abusive behaviour
- iii. Sexual harassment, Racial Vilification and Cyberbullying
- iv. Child molestation
- v. Continued actions which they have previously been counselled about.
- vi. Bringing the club, league or VCFL into disrepute.
- vii. Drunkardness

9. Injuries and Accidents

Volunteers who have accidents or are injured whilst working for the club are covered under the conditions of the clubs' Insurance Policies.

All accidents and injuries should be investigated by club Risk Management Officer/s to ensure that there is no reoccurrence.

Details of injury/Accident and subsequent actions should be attached to Volunteers file.

10. Health and Safety

The club has a Health and Safety Policy and at the start of each season all Volunteers are to be made aware of it.

11. Complaints and Disputes

All volunteers' complaints or disputes should be dealt with immediately by the Volunteer Coordinator and if necessary brought to the attention of the Club Executive for resolution.

12. Harassment

Harassment of a Volunteer or by a Volunteer is not acceptable and the perpetrator should be counselled by the Volunteer Coordinator.

13. Speaking to the media

Unless authorised by the Board no volunteer shall discuss any club, League or VCFL business with the media.

14. Succession Planning

At the end of each season prior to AGM the Board should review its volunteers and where necessary put in place plans for replacement of volunteers nearing the end of their tenure as volunteers. This includes office bearers where the need for capable people to undertake particular roles is most necessary to ensure the future success of the club.